

OFFICIAL COURT REPORTER

DEFINITION

Under direction, stenotypes a verbatim record of court proceedings; reads notes as requested; prepares transcripts and performs related duties as required.

ESSENTIAL FUNCTIONS

1. Records verbatim testimony and court proceedings using stenographic equipment, computer aided transcription equipment and real time software; asks judge and other speakers for clarification of testimony, instructions, orders or actions.
2. Prepares and reads back all, or portions of, the official court proceedings upon instruction from the judge.
3. Prepares printed or magnetic media transcripts using computer aided transcription software; produces and certifies formal, written transcripts of court proceedings; prepares daily transcripts as needed.
4. Receives and processes transcript requests; estimates cost of transcripts; duplicates tapes of official records for requesting parties.
5. Research medical, legal and technical terminology as well as case citations and related information; develop and modify custom software dictionaries; set up and maintain court reporting, transcription and archival equipment.
6. Maintains a variety of electronic and paper files; archives court reports and transcripts; organize and ensure official records security.
7. Provides court reporter services in other courtrooms countywide when regularly assigned court is not in session.
8. Report all case type proceedings including but not limited to Civil, Family Law, Delinquency, Dependency, Probate and Criminal including Death Penalty matters.
9. Prepare transcripts on an individual contractor basis and bill separately pursuant to established fee schedule.

10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Completion of a recognized training course in court reporting or an Associate's degree in court reporting and one year of experience recording testimony in court of record or legal environment or any combination of training and experience that could likely provide the desired knowledge and abilities. Special Requirements: Certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board. Own and maintain appropriate equipment for transcription of court proceedings.

Knowledge of

Legal terminology; basic medical and other terminology required for court proceedings; courtroom procedures and protocol; English usage, grammar punctuation and spelling; transcript production procedures and practices; office procedures and practices.

Ability to

Record shorthand at a minimum of 200 words per minute with 97.5% accuracy; work independently; plan and organize work to meet deadlines; establish and maintain working relationships with judges, staff, attorneys, and the public.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 9/01